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Report for Two Week Period Ending 14 March 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Computed the man hours expended annually by the various DD/S and DD/I components in preparing the 183 types of inter-Office reports inventoried to date. Reports required and prepared by the Office of the Comptroller were not included since this inventory is still outstanding. I expect to receive it today, as assured by Mr. [REDACTED], Chief, Program Analysis Staff/Compt. 25X1A9a

Discussed with Mr. [REDACTED] Reports Management Officer for Commo, his nonconcurrence in the proposed DD/S notice on reports management. He stated that his was not an outright nonconcurrence but simply a suggestion that a less detailed notice ^{would} suffice for the Office of Communications. Accordingly, I feel that we can recommend to the DD/S that the notice be published without further changes. Project is now 40% complete.

Project 6-13 -Dispatch Format and Procedure

No change in project status pending preparation of specifications for the new dispatch forms by the Forms Management Branch. Project is 33% complete.

Project 6-22 - DD/I Reports Survey

The man hours expended on inter-Office reports by DD/I components was computed as reported under Project 5-67. Project is now 20% complete.

Project (to be numbered) - Reporting the Receipt, Accountability and Destruction of CIA Telephone Directories

Fact finding is continuing. Receipting and accounting systems used by [REDACTED] and the Office of Personnel were discussed with the distribution officers. Our proposal that directories be destroyed and accounted for on a decentralized basis is contrary to [REDACTED] policy, but is in accord with that of the Office of Personnel. Project is 15% complete.

Miscellaneous Activity

- a. Evaluated Employee Suggestion No. 2191 concerning grades of paper used for printed matter.
- b. Developed and drafted graphics on records disposition activity and issuances of filing equipment.
- c. Obtained from the Chief, Employee Activity Branch, Office of Security, concurrence in the proposed Outside Activity Clearance Request form, which when adopted by revising R10-250 will be used in lieu of costlier memorandums.

[REDACTED] 25X1A9a

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